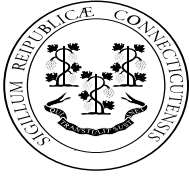




Connecticut




Entered the Union 1788
Population (est. 1994):
 3,275,000 Rank: 27/50
Land Area (square miles):
 4,845 Rank: 48/50


State Historical Records Coordinator:
 Mark H. Jones, State Archivist
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 231 Capitol Avenue, Hartford, CT 06106
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Deputy Coordinator:
 Molly Keller, 1944 Trumbull, CT 06611

| ARCHIVES AND RECORDS PROGRAM | FINANCES  |
|--|---|
| State Archives Established: 190 State Library began acquiring historical government records in 1855. State Records Management Initiated: 1911 Archives and Records Management Placement Connecticut State Library (CSL), Office of Public Records Administrator (PRA) | Total State Govt Expenditures (1993): \$10,582,334,000 Rank: 20/50 Total Budget, Archives and Records Management (FY 1994): \$228,716 Rank: 42/43 See "Notes" section, below, for program elements included in budget and FTEs. Percent of Total State Expenditures Allocated to Archives and Records: 0.002 % Rank: 43/43 PRA funding has been relatively stable over last 2 years. |


| STAFFING | |  |
|---|--|---|
| State Government FTEs (1992): 54,154 Rank: 27/50 | | Number of Archives/Records FTEs per 1000 State FTEs: 0.17 Rank: 41/43 |
| Archives & Records FTEs (1994): Total 9* Rank: 39/43 Archives 3 Records Mgt 6 | | Average earnings for all full-time state employees (Oct. 1992): \$39,432 per year Salary ranges for entry level professionals N/A |
| * See explanation under “Notes” below. | | |

| HOLDINGS | | | | | | | | | |  |
|-----------------------|--|------------|--------|---------|-----------------------|--|------------|--------|---------|---|
| State Archives | | | | | Records Center | | | | | |
| Paper records | | Government | 30,687 | cu. ft. | Paper records | | Government | 62,000 | cu. ft. | |



ACCESS TO RECORDS IN STATE ARCHIVES





| | | | | | | | | | | | | | |
|---|-------------------------|--------|-------|--|----------------|-------|---------------|--------|-------|--------------------|--------|-----|--|
| Reference services provided (FY 1994) <table><tr><td>Individual daily visits</td><td>Total*</td><td>6,976</td></tr><tr><td></td><td>Archives only*</td><td>1,140</td></tr><tr><td>Mail requests</td><td>Total*</td><td>1,608</td></tr><tr><td>Telephone requests</td><td>Total*</td><td>600</td></tr></table> <p>Reference activity increased over last 2 years.</p> <p>Services provided free of charge:</p> <p>Use of reference room</p> <p>Answers to in-state and out-of-state mail requests</p> <p>Services provided for a fee:</p> <p>Answers to in-state and out-of-state mail requests</p> <p>Photocopies and faxes of documents or finding aids</p> <p>Typed certified copies or exemplifications No fees have been initiated in last 2 years.</p> <p>* See explanation under "Notes" below.</p> | Individual daily visits | Total* | 6,976 | | Archives only* | 1,140 | Mail requests | Total* | 1,608 | Telephone requests | Total* | 600 | <p>Arrangement and description activities (FY 1994)</p> <p>Records arranged and described N/A</p> <p>Descriptions of holdings are provided through:</p> <p>Nonelectronic finding aids available at State Archives describe 80% of the holdings at the record group level.</p> |
| Individual daily visits | Total* | 6,976 | | | | | | | | | | | |
| | Archives only* | 1,140 | | | | | | | | | | | |
| Mail requests | Total* | 1,608 | | | | | | | | | | | |
| Telephone requests | Total* | 600 | | | | | | | | | | | |

| FACILITIES  | |
|--|---|
| State Archives Building (owned by State Library) Constructed: 1910 Renovated: 1965, 1970 Total storage capacity: 20,000 cu. ft. Percent now occupied: 99% Will be full within 5 years No construction planned Existing environmental controls (NFPA standards): 66% year-round temperature controls 66% year-round humidity controls 66% fire detection 33 or 25% fire suppression An additional facility owned by State Library is used to house 33% of holdings. | State Records Center (owned by State Library) Constructed: 1958 Renovated: late 1970s, 1992-93 Total storage capacity: 70,000 cu. ft. Percent now occupied: 88% Will be full within 5 years No construction planned Existing environmental controls (NFPA standards and state regulations): 0% year-round temperature controls 0% year-round humidity controls 100% fire detection 0% fire suppression |

| SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES | |
|--|--|
| Technical assistance provided by (FY 1994): No. of agencies served 40 (state agencies) 169 (local govt officials) No. of local government units (1992): 169 townships | Services to state agencies and local governments Training and consultation Publications State Archives may accept original records from local governments as a repository of last resort. |

| MICROGRAPHICS  | PRESERVATION POLICIES AND SERVICES  |
|---|--|
| Microfilming activities There are no centralized micrographics services for state and local government agencies. There are no security microfilm storage services for state and local government agencies. | Preservation activities by (FY 1994) 3,921 sheets and deacidified 36 volumes rebound 3,293 sheets cleaned, mended 48 volumes repaired 1,472 sheets encapsulated CSL does not have a written preservation plan or a written disaster plan. CSL has positions for a preservation officer and a trained, full-time conservator, but the positions are currently vacant. The Connecticut State Library administers a statewide preservation plan in which PRA participates. |

| AUTOMATED APPLICATIONS  | |
|--|--|
| Public Records Administrator uses the following automation applications: Finding aids Multimate, Word Perfect Accessioning MicroMarc:AMC, Fox Pro Inventory control Fox Pro Records scheduling Excel Correspondence Multimate, Word Perfect Microsoft Word, Excel, Fox Pro | Electronic Mail PRA staff can communicate within the agency and with outsiders via the Internet through the state university system. NASIRE reports that there is no government-wide e-mail system for Connecticut. |

| ELECTRONIC RECORDS  |
|--|
| PRA has no program for electronic records management. PRA has not surveyed/inventoried and but has scheduled dispositions for electronic records. |

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES



Definition of a record

1975 statute, as amended

Includes "any recorded data or information ... whether [it] be handwritten, typed, tape-recorded, printed, photostatted, photographed or recorded by any other method."

Public's right to access to government records

provided in statute.

Restrictions to specific classes of records

provided, no time limits set.

Permanent paper standards

1991 statute

Optical imaging standards

March 1994 guidelines

Admissibility of microfilm

Evidence statute, 1955; microfilm guidelines 1983

Admissibility of optical images

None

Admissibility of electronic records

None

Theft/defacement of a public record

1806 statute

Replevin

1984 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management

Assigned to Office of Information and Technology, Office of Policy Management; PRA is active in the state's IRM work.

Information Policy Coordination

Constituted formally, assigned to Office of Information and Technology, Office of Policy Management; PRA is active in the state's information policy work.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that several agencies have interactive voice response systems; kiosks are in the planning process.

NGA had no report from Connecticut.

SHRAB ACTIVITIES



Strategic Plan

On November 17, 1993, the Connecticut State Historical Records Advisory Board met at Rocky Hills as a Committee of the Whole to listen to public comments about the draft strategic plan. The Board continued to work on the plan throughout the fiscal year.

FOR FURTHER INFORMATION



State Archives and Records Management

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Notes

Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Connecticut budget and personnel figures also cover records center operations.

FTE count:

Does not include staff of History and Genealogy Reference Unit in the Division of Government Information Services which provides primary reference services on state archival records and at the end of FY 1994 comprised 4 FTEs.

Reference count:

"Totals" combine both Archives and History & Genealogy figures; only individual daily visits account for Archives researchers separately.

Abbreviations/Acronyms

| | |
|--------|--|
| COM | Computer output microfilm |
| COSHR | Council of State Historical Records Coordinators |
| FTEs | Full time equivalent staff positions |
| SHRAB | State Historical Records Advisory Board |
| N/A | Not available |
| NAGARA | National Association of Government Archives and Records Administrators |
| NASIRE | National Association of State Information Resources Executives |
| NGA | National Governor's Association |
| NHPRC | National Historical Publications and Records Commission |
| RLIN | Research Libraries Information Network |
| SHRAB | State Historical Records Advisory Board |

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for COSHR report:

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566-2133

Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.